

The following Questions and Answers are provided to further clarify the requirements of this Government-wide electronic recycling initiative. Questions were received from contractors interested in this acquisition.

Q1.) As an alternative to EPA selecting numerous contractors that would bid on individual contracts, it would appear to be appropriate to pre-certify electronic equipment contractors by region and/or geographical area.

A1.) "Pre-certification" of contractors who can provide the types of services described in the Statement of Objectives will be a factor during the source selection and contract award process. As previously stated, the acquisition plan for these services is to award multiple contracts and compete individual task orders. In order to obtain a task order, a contractor must first hold a contract. Contracts will only be awarded to contractors who can demonstrate the ability to recycle electronics and provide asset disposition services. EPA will make every effort to ensure that contracts are NOT awarded to transportation companies who merely pick-up and deliver electronic waste. A contractor who holds a READ contract will be considered "pre-certified." Regional and/or geographic considerations will be made during the task order competition process.

Q2.) What will be the final determination by the EPA on exporting issues?

- a.) exportation of all equipment
- b.) whole units untested
- c.) tested working units
- d.) none of the above

A2.) This question addresses one of EPA's primary concerns with the Federal electronics waste stream, i.e., preventing Federally-owned electronics equipment from filling foreign landfills. EPA's Office of Solid Waste (OSW) is in the decision-making process on EPA's final CRT rule. The major issue for finalization of this rule regards exports. Therefore, it is premature to speculate on the outcome of this decision.

However, as part of this recycling initiative, EPA must develop a process whereby contractors who provide these services are actually recycling the assets that they receive and are not merely transporting the equipment to foreign destinations or selling the equipment to "brokers" who engage in the same practice. We cannot provide a final answer to the question at this time as we are continuing to explore the entire export issue. For example, in order to remarket and resell items that have been refurbished, we may allow tested working units to be exported for either donation or resale. We anticipate that this issue will be addressed and a determination will be made before the RFP is released.

Q3.) In Section IV of the Statement of Objectives, paragraph 5, you require detailed configuration information on all equipment. If broken PC's cannot power up, the configuration of the system will be difficult to obtain or completely unavailable. In addition,

detailed inventory information other than serial numbers can be quite costly. Our current clients obtain complete asset inventory information on items redeployed or resold, and only obtain simple serial number inventory on items recycled. Such an approach will help keep costs down. Can you address whether or not this requirement can be relaxed.

A3.) We agree that detailed information regarding an electronic item's configuration and details on each subcomponent may neither be feasible nor cost efficient. This requirement will be changed in the Statement of Objectives so that it is only an option that may be required if the requiring activity/client agency who places an order against the GWAC desires this level of detail and will fund the additional costs associated with this level of tracking. If this level of tracking is determined impractical, then it will not be required. Some agencies may require tracking at the component or unit level while some agencies may only require tracking at the volume or load/pallet level. We anticipate that a determination on tracking issues will be made on a case-by-case basis depending on the needs of the customer agency.

Q4.) To our knowledge, there are no electronic recyclers in the U.S. who have obtained a Part B Permit to accept hazardous waste. Therefore, it is important how EPA defines obsolete electronic equipment

A4.) We are in the process of changing the definition contained within the Statement of Objectives regarding hazardous waste, hazardous components, and hazardous substances as the definition relates to obsolete electronic equipment. A revised Statement of Objectives will be posted on the OAM website in the near future.

Q5.) When deciding the successful contractor, will special consideration be given to companies which exhibit any of the following:

- a.) past experience
- b.) past experience working with government agencies
- c.) minority owned
- d.) private sector

A5.) EPA plans to award multiple contracts to several firms who can demonstrate recycling and asset disposition capabilities. We anticipate that contracts will be awarded to large firms, small businesses, and other disadvantaged socioeconomic firms. After contracts are placed, we anticipate that each task order will be competed between, at a minimum, three firms who hold a READ contract. For each competed task order, the EPA evaluation panel may consider the contractor's technical approach, technical capabilities, management approach, past performance, proposed key personnel, and/or cost/price. Depending on the circumstances, we may also take other criteria into consideration such as past experience in the public and private sector. Each task order to be competed will clearly delineate the source selection evaluation criteria for that particular requirement. In addition, certain task orders may be set aside for small businesses and/or disadvantaged firms. The number of orders to be set aside is currently being discussed within EPA and has yet to be determined.

Q6.) Is the EPA going to diagram the sequence of events or give a time frame as to when the submittal of bids will be required?

A6.) Yes, we will provide a timeframe for submittal of bids and we will provide contractors sufficient time to adequately complete their proposals. The normal timeframe for proposal preparation for a contract is 30 days after release of the RFP. The normal timeframe for proposal preparation on each of the individual task orders will be less than 30 days, possibly 10 to 14 days depending upon the client agency's specific requirements. Also, some task orders may be competed on a lot basis (e.g., an inventory of 900 PCs, 50 copying machines, and 300 facsimile machines) while some task orders may be issued on a period of performance basis (e.g., all electronic components from EPA for a six month or a one-year period). Once again, this determination will be made on a task order by task order basis.

Q7.) Who and/or how is the composition of the Review Committee consisted of and how will they determine the successful contractor?

A7.) We anticipate that the Review Committee for contract awards, also known as the Source Selection Panel, may include representatives from the Office of Acquisition Management (OAM), Office of Environmental Information (OEI), Office of Solid Waste (OSW), and the Office of Pollution Prevention and Toxic Substances (OPPTS). However, the final decision on membership has not been made at this time. The determination of successful contractors will be based upon the stated evaluation criteria contained within Section M of the Request for Proposal (RFP). We anticipate posting the draft RFP for comment before it is released as final.

With regard to task order competitions, the review committee will only include the Contracting Officer, a Program Officer, and an individual from the customer agency.

Q8.) Will all the hard drives have to be sanitized or just equipment that is remarketed or redeployed?

A8.) One of the primary objectives of the work to be performed under this contract is the security of sensitive and proprietary data that is contained on computer hard drives. Sanitation of all hard drives is expected. Hard drives on obsolete computers can be shredded or otherwise destroyed. Contractors will be required to propose a sanitization method. Hard drives on computers that may be remarketed or redeployed must also be sanitized or replaced. Some agencies may provide CPUs without hard drives. The specifics of sanitation requirements will be delineated in each task order proposal request.

Q9.) Under Section III of the SOO, Objectives, in the first paragraph you describe tracking and reporting. To what level do you want it tracked, is this for each unit, component or subcomponent?

A9.) Please refer to Answer A3 above. While we believe that the most task orders will only require tracking at the primary component level (i.e., CPU and monitor), the actual tracking requirements will be outlined in each task order's performance work statement.

Q10.) Under Section IV of the SOO, Scope, paragraph # 2, could you give more definition on logistics?

A10.) The logistical assistance involved with recycling electronic equipment can include a variety of tasks associated with asset disposition services. Logistical support may include: transportation requirements associated with picking up the equipment; coordinating pick-up efforts at a variety of locations (e.g., some agencies may have one or two PC workstations at different locations throughout the country); delivering the equipment to the recycler, if necessary (e.g., monitors to a glass recycler, CPU covers to a plastics recycler, etc.); and/or delivering the excess equipment to a central location that will be redistributed at a later date. Logistics may also include tracking components, as described in A3 above, and creating a database of items that have been handled under each task order. Some agencies may require an on-line, real-time database of equipment locations and/or destinations. Specific logistical requirements will be specified in each task order.

Q11.) Under Section IV of the SOO, paragraph # 3, what commodities, components or subcomponents can be disposed of?

A11.) Electronic components deemed un-repairable and/or un-recyclable would be candidates for proper disposal. The determination of which components must be disposed of will be the responsibility of the contractor. However, the contractor should maximize the amount of equipment that is reused and recycled to the extent practicable. When EPA interacts with a customer agency for fulfilling their requirements, we will first encourage reuse, second to encourage recycling, and lastly to encourage minimal disposal. Again, disposition expectations will be delineated in each task order.

We would expect that recycling companies who perform these services would provide input on which items can and cannot be reused or recycled. We envision that during the competitive task order process, we will be able to determine what practice different companies utilize for different types of electronic components. We expect most companies to use similar methods for accomplishing tasks outlined in the task orders. However, in our discussions with recycling vendors, there have been different claims for different items. One vendor claimed that almost every single part of a computer component can be reused at the end of the life cycle. Therefore, we cannot adequately answer which components can be "disposed of" without input from companies who actually perform these services. However, we will provide information regarding rules and regulations that govern electronic recycling, such as the CRT rule discussed above.

Q12.) Under Section V of the SOO, Acquisition Approach, the first paragraph states that the resulting contract will have a one year period of performance with four one-year option periods but under the Metadata Record, paragraph # 3, it says a one-year base period with two (2) two-year option periods which one is correct?

A12.) The contract period of performance will be one year with four one year option periods.

Q13.) Under Section VI of the SOO, Compliance Requirements, Section B, 3rd paragraph, why are there numerous references for this material to be disposed of and not recycled?

A13.) This section of the Statement of Objectives will be changed to correct the definition of Hazardous Waste, Hazardous Material, Hazardous Substances, as it relates to electronic equipment and components. The revisions should also reflect the preference for recycling where possible. Please refer to the SOO revisions.

Q14.) Under Section VI of the SOO, Compliance Requirements, paragraph C, 2nd paragraph, please clarify what is the definition of classified property or documents?

A14.) Classified information is considered any documentation that requires prior authorization prior to having access to that information. The definition of classified property or documents will be dependant upon the agency utilizing this contract. For example, the Department of Energy and the Federal Bureau of Investigation will have more stringent requirements associated with their classified information than the Department of Agriculture or the Bureau of Labor Statistics. Once again, the level of compliance associated with classified information and the methods to be used for handling this information will be specifically addressed in the individual task orders to be issued.

Q15.) Within the SOO, there are references as to the contractor must contain compliance with Federal, State or Local Regulations. Does EPA assume that within the bidding process, each contractor must know local regulations?

A15.) The State and Local regulations that contractors will be required to adhere to will be made available during the competitive task order process, to the maximum extent practicable. Federal regulations will be included in the final contract. Depending on the customer agency that will be using this contract, the state and local regulations may be different from one task order to another. However, if a contractor is performing asset disposition services under this contract via a competed task order, we would expect that the contractor be knowledgeable of state and local regulations regarding recycling laws. Overall, contractors will bear the ultimate responsibility of being in compliance with ALL regulations in any jurisdiction within which they operate.